

SHERIFF'S RECORDS MANAGER

DEFINITION:

Under general direction, performs a variety of activities involved in the overall administrative, budgetary, and personnel management of the Sheriff's Office criminal records management functions; plans and directs business activities and flow of information to ensure effective and efficient business operations; provides specialized criminal, legal processing, and booking support through knowledge and application of law enforcement procedures, practices, and mandated requirements; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position, non-sworn, supervising classification responsible for the Sheriff's Office records management functions.

REPRESENTATIVE DUTIES (Not in order of importance)

- Oversees a variety of activities involved in the overall administrative, budgetary and personnel management of the Sheriff Office's criminal records management functions; establishes and maintains departmental timelines and priorities; ensures related activities comply with established standards, policies, procedures, legal, and legislative requirements.
- Plans and directs business activities and flow of information for effective and efficient business operations; monitors consistency and accuracy of inter-related processes and documents; develops, implements, monitors,

and evaluates projects, goals, objectives, and activities; ensures proper and timely resolution of business issues.

- Supervises, trains, and evaluates the performance of assigned personnel; interviews and selects employees; recommends reassignment, termination, and disciplinary actions; ensures proper and timely resolution of personnel issues; oversees the development and maintenance of job standards for criminal records management positions.
- Provides consultation to Sheriff's Office staff concerning administrative activities, records procedures, and specific laws, regulations, and policies related to criminal records handling and processing; researches and responds to complex and unusual inquiries, issues, and conflicts; provides detailed and technical information concerning related standards, requirements, policies, and procedures.
- Provides input in development of the annual budget for assigned areas; reviews and analyzes budgetary and financial data; administers personnel programs and business activities within budgetary priorities.
- Provides technical information and recommendations to management on business operations, needs, and issues; formulates and develops policies, procedures, and programs; maintains current knowledge of laws, codes, rules, regulations, and pending legislation related to records management; provides input for proposed legislation and assists in implementation of legislative changes.
- Maintains integrity of automated databases; acts as liaison to Sheriff's Office IT functions for purposes of resolving issues and interacting with vendors; participates in preparation and response to Department of Justice (DOJ) and Federal Bureau Investigation (FBI) audits and ensures

compliance with reporting mandates; maintains a variety of narrative and statistical records, special reports and files related to assigned areas of responsibility.

- Communicates with other departments, allied agencies, governmental agencies, and others to exchange information, coordinate activities and resolve issues or concerns related to the administrative activities of the Sheriff's Office records management functions; attends and conducts a variety of meetings and prepares and delivers oral presentations as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles, practices, and techniques involved in the administrative, budgetary, and personnel management activities of a law enforcement department
- Principles and practices of law enforcement records management
- Operational structure of a law enforcement agency
- Computer applications and operations
- Research, analysis, and database management techniques
- Criminal, legal processing, booking, and law enforcement laws, codes, regulations and practices

Ability to:

- Utilize effective verbal communication skills
- Establish and maintain cooperative, effective, and collaborative working relationships with others

- Utilize effective written communication skills to prepare clear, concise, and accurate reports, correspondence, policies, procedures, and written materials
- Evaluate administrative management problems and present corrective alternatives, solutions, and recommendations
- Interpret, apply, and explain complex laws, codes, rules, regulations, policies, and procedures
- Mediate, facilitate effective outcomes, and positively influence group problem solving
- Maintain confidentiality and exercise discretion
- Operate a computer and assigned office equipment

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's degree in criminal justice, business administration, public administration, or a closely related field (Job-related experience may substitute for the required education on a year-for-year basis). In addition, two years of experience at a supervisory or lead level performing criminal records management activities; or four years of experience at a supervisory or lead level performing legal processing support activities.

LICENSES AND OTHER REQUIREMENTS:

A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is required at the time of appointment and must be maintained throughout employment.

Position requires clearance in a Sheriff's Office background investigation.

WORKING CONDITIONS:Environment:

Office environment

Incumbent may be required to perform duties inside a locked facility

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. This information will also be made available for review at the time of any recruitment for that position and at such other times as reasonably required.

Adopted: TBD/13

BOS Approved: TBD/13